

***NATIONAL WEATHER SERVICE POLICY DIRECTIVE 90-1
AUGUST 28, 2002***

***Staffing and Organization
STAFFING ADMINISTRATION***

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SUMMARY OF REVISIONS: This directive supercedes Operations Manual Letter (OML) 81-21, A-61, “Staffing Standards and Management Policies,” page revision, dated December 8, 1981; OML 81-2, A-61, “Staffing Standards and Management Policies,” Chapter A-61 revision, dated March 4, 1981; OML 27-74, J-50, “Hydrologist and Hydrologic Technician Positions, dated November 14, 1974; and OML 3-78, J-50, “Meteorologist and Meteorological Technician Positions,” dated March 1, 1978.

1. Staffing is an essential component of the operations of the National Weather Service (NWS). Effective staffing policy leads to effective operations. This directive provides a framework for the hiring and employment of NWS personnel.
2. Merit system principles, Federal personnel, labor management, and equal employment opportunity laws and regulations and Federal agency policy, including policy set by the Office of Personnel Management (OPM), Equal Employment Opportunity Commission (EEOC), Department of Commerce (DOC) and National Oceanic and Atmospheric Administration (NOAA) must be followed when establishing and implementing staffing policy and procedures. Any NWS policy or procedure in conflict with these will be considered invalid.
3. Discrimination against applicants for employment and employees based on race, color, national origin, religion, sex, age, disability, or sexual orientation is prohibited.
4. Staffing is not limited to the application and hiring process. It encompasses all personnel actions including pay, assignments, leave, details, transfers, training, and promotions.
5. NWS will issue staffing policies and procedures responding to the unique needs of the organization. These policies and procedures will not replicate existing DOC and NOAA policies and procedures.
6. This policy establishes the following authorities and responsibilities:
 - 6.1 Implementation of staffing policies and procedures is delegated to the Chief Financial Officer/Chief Administrative Officer (CFO/CAO). The CFO/CAO will:

6.1.1 Act as the liaison between the Department/NOAA and NWS in communicating NWS staffing policies and procedures.

6.1.2. Review staffing procedures and requests from Financial Management Centers (e.g., collecting FTE requests for special hiring programs).

6.1.3. Establish internal staffing procedures unique to the NWS.

6.2 As a general practice, NWS Headquarters, regional headquarters, national centers, and field offices are delegated authority to make staffing decisions within their jurisdiction. Under unique circumstances, NWS Headquarters, regional headquarters, national centers, and field offices will coordinate delegated staffing practices with the CFO/CAO (e.g., operating under hiring controls).

6.3 The authorities and responsibilities in this section are subject to temporary suspension or alteration if directed by NOAA or higher authorities.

<u>Signed, John E. Jones, Jr.</u>	<u>August 28, 2002</u>
John J. Kelly, Jr.	Date
Assistant Administrator	
for Weather Services	

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

NWS Instruction 90-101, *Staffing Initiatives*
NWS Instruction 90-102, *Special Hiring Programs*
NWS Instruction 90-103, *Recruitment*
Office of Personnel Management, Merit System Principles
Equal Employment Opportunity Commission Regulations and Enforcement Guidance
Federal Labor Relations Authority Regulations
DAO 202-300, Employment (General)
DAO 202-250, Delegation of Authority for Human Resources Management
DAO 215-9, Filing Discrimination Complaints
DAO 215-10, Reasonable Accommodation for Disabilities in Employment
DAO 215-11, Complaint Process for Sexual Orientation Discrimination
DAO 202-955, Allegations of Harassment Prohibited by Federal Law
Executive Order 11478, as amended by Executive Order 13087, *Equal Employment in the Federal Government*
NAO 215-1, NOAA's EEO/Civil Rights Program
NAO 202-250, NOAA Management Review Process for Human Resources (HR)-Related Delegated Authorities